



# *eLearning Committee*

## MINUTES

eLearning Committee Meeting

November 21, 2014

Meetings are held on the 3<sup>rd</sup> Friday @ 12PM

~~9/19, 10/17~~, 11/21, 01/16, 2/20, 3/20, 4/17

Lee I-122 Charlotte J-118 Collier M-201

	Present	Absent	Excused
<b>Administration (1)</b>			
Mary Myers			X
<b>Faculty (14)</b>			
Rona Axelrod	X		
Ellie Bunting	X		
Alisa Callahan	X		
Jane Charles	X		X
Sara Dustin	X		
Louise Ford	X		
Rebecca Harris			X
Martha (Marti) Jenner	X		
Roz Jester	X		
Deborah Johnson	X		
Ivan Melendez-Leon	X		
Mary Robertson	X		
Peggy Romeo	X		
Joan VanGlabek	X		

	Present	Absent	Excused
<b>Staff (2)</b>			
Robert (Dobin) Anderson	X		
Wendy Athens			X
<b>Adjunct Faculty</b>			
<b>Guests</b>			

- I. Minutes from the 2<sup>nd</sup> meeting on October 17, 2014 were approved.
- II. COP 03-0408 Curriculum and Instruction eLearning Committee (approved 12/02/2014)
  - a. Membership will be selected from the following schools/divisions/departments:
    - i. 3 from the Division of Teaching Innovation, Faculty Development, and Online Learning
    - ii. 1 from Academic Success and Learning Resources
    - iii. 2 from the School of Pure and Applied Sciences
    - iv. 2 from the School of Arts, Humanities & Social Sciences
    - v. 1 from the School of Education
    - vi. 1 from the School of Business & Technology
    - vii. 1 from the School of Health Professions
    - viii. 1 representative from Office of Student Affairs (NEW)
    - ix. 1 representative from Office of Information Technology (NEW)
    - x. UPDATE from Dr. Wright: The current committee composition will remain for 2014-2015 and will be corrected for 2015-2016.
  - b. Faculty members will serve for a two year term and are limited to two consecutive two-year terms (with the exception of the Chair who will serve for a minimum of two additional years after assuming the role of Chair).

- c. Membership should include faculty from Lee, Collier, Charlotte, and Hendry/Glades.
- d. The Chair will be elected from the faculty membership and will serve a two-year term, subject to the approval of the Provost/Vice President of Academic Affairs.

### III. Review of the eLearning Guidelines (on-going)

- a. Course Syllabi and Attendance Verification
- b. Grade Submission and Course Completion
- c. Course Communication & Grading
- d. Course Introductions

### IV. Tasks

- a. **Syllabi upload to FSW Online:** Dobin will again communicate to Jason Dudley that the eLearning Committee respectfully requests that IT create a mechanism that will again allow instructors to upload their syllabi to the FSW Online website to enable students to “shop” for courses with complete information.
- b. **Copyright Information:** Dobin will determine whether copyright information should be included in the guidelines or whether they presently exist in the Faculty and Adjunct Handbooks.
- c. **Instructor Immediacy and Instructor Presence:** The committee will review the research posted in the Canvas course.
- d. **Attendance Verification for Online Courses:** The committee will review the Federal Student Aid Handbook for guidance.

Meeting adjourned at 12:55pm.

The next eLearning Committee meeting is scheduled for Friday January 16, 2014 @ 12pm.